



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County Government (MCG) employees. These programs will help to increase the knowledge, skills and competencies of MCG employees.

February 2020 Training Opportunities – Space Available

Join OHR for these professional development training courses.

Course Title	Audience	Date	Time	Location
Ethics Training for Public Financial Disclosure Filers Class 2020-02-04	Mandatory for Public Financial Disclosure Filers	February 4	10:30 a.m. – 11:30 a.m.	Training Center
Contract Compliance Program Class 2020-02-05	Mandatory for Contract Administrators	February 5	10 a.m. – 12 p.m.	Training Center
ERS Applying for Retirement – A, E, F, G, J - Class 2020-02-05 Retire on 4/1/20	All Employees	February 5	9:30 – 11 a.m.	Rockville Memorial Library 1st floor
Health Insurance Applying to Retire Class 2020-02-05 Retire on 4/1/20	All Employees	February 5	11 a.m. – 12:30 p.m.	Rockville Memorial Library 1st floor
Montgomery County Black History Month Program 2020-02-05	All Employees	February 5	11:30 a.m. – 2 p.m.	Rockville Civic Center F. Scott Fitzgerald Theater
Limited English Proficiency (LEP) Class 2020-02-06	All Front-Line Employees	February 6	1 – 4 p.m.	Training Center
Preventing Workplace Harassment Class 2020-02-06	All Employees	February 6	9 a.m. – 12 p.m.	EOB
Enhanced Employment Application and Qualification Process Class 2020-02-10	All Employees	February 10	2 – 4 p.m.	EOB
Interviewing and Selecting Employees Class 2020-02-12	Mandatory for Members of Interview Panels and Hiring Managers	February 12	9 a.m. – 4 p.m.	Kramer UpCounty Regional Services Center
Working Together to Prevent Risk Class 2020-02-12	Mandatory for Contract Administrators	February 12	1 – 2:30 p.m.	Training Center
ADA as Amended: Employment Law Class 2020-02-13	Mandatory for Managers and Supervisors	February 13	9 a.m. – 12 p.m.	Training Center

ERS Retirement Planning – ERS Groups A,E,F,G,H,J Class 2020-02-19	All Employees	February 19	9:30 – 11 a.m.	Rockville Memorial Library 1st floor
Health Insurance Planning for Retirement Class 2020-02-19	All Employees	February 19	11 a.m. – 12 p.m.	Rockville Memorial Library 1st floor
Overview of Workers' Compensation Class 2020-02-20	Managers, Supervisors, and HR Liaisons	February 20	1 – 4 p.m.	Training Center
Aspiring Leaders Book Club Class 2020-02-26	All Employees	February 26	1 – 3 p.m.	Training Center
Drug Free Workplace – Non-DOT Supervisors Class 2020-02-27	Managers and Supervisors	February 27	1:30 – 3:30 p.m.	Training Center
Preventing Workplace Harassment Class 2020-02-27	All Employees	February 27	9 a.m. – 12 p.m.	EOB

FY20 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name, entering one word from the title, and register for your desired course.

Locations

- Executive Office Building (EOB), Lobby Level Auditorium, 101 Monroe Street, Rockville, MD 20850
- Kramer UpCounty Regional Services Center, 12900 Middlebrook Road, Suite 1100, Room 2, Germantown, MD 20874
- Rockville Civic Center F. Scott Fitzgerald Theatre, 603 Edmonston Drive, Rockville, MD 20851
- Rockville Memorial Library, 1st Floor Meeting Room, 21 Maryland Avenue, Rockville, MD 20850
- Training and Organizational Development Center, Suite 102, 255 Rockville Pike, Rockville, MD 20850

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCGePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions: [Enroll in a Class](#)

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.